Texas State Technical College™

Incomplete Grade Contract

www.tstc.edu

TERM: _____

TSTC System Operating Standard ES.4.06 state that at the time the grade of IP is awarded the program must provide to the Student Records Office a memo which specifies what the student must accomplish in order to replace the IP grade with an A, B, C, or D grade. It also specifies that the IP is temporary, and will be converted to another grade at the agreed-upon completion date, NOT TO EXCEED ONE YEAR. **If the items specified below are not accomplished by the completion date specified below, the course grade will be converted to an F. Note also that a grade of IP may have an impact on Financial Aid Status! Contact your sponsor or Financial Aid counselor for details.**

To: Student Records Office

Today's Date: |__|__| Mo | |__|__| Day | |__|__|__|__| Year

From: _____, _____
Instructor's Name Department

Student's Name: _____ Student's ID# |_|_|_|_|_|_|_|

Course Number and Section: _____. _____

Completion Date: |__|__| Mo | |__|__| Day | |__|__|__|__| Year

A grade of IP has been granted to the student identified above for the course identified above. The student must complete the following specific items in order to convert the IP grade to a passing grade (A, B, C, or D). Unless otherwise specified, the grade procedure used in the course is in effect.

Items to Complete:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____
Student's Signature and Date Instructor's Signature and Date